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10 MAR 1978

MEMORANDUM FOR:

[redacted]
Chairman, Micrographics Task Force

STAT

FROM:

[redacted]
Printing & Photography Division, OL

STAT

SUBJECT:

Comments on 8 March 1978 Draft of Task
Force Report on Micrographics Consolidation

1. Listed below are various comments on the subject draft report.

a. Paragraph 9

"Overtime involved" is incorrect. This statement should address additional costs in night differential instead of overtime. Overtime costs which have been incurred by the components should be eliminated with a three shift operation.

b. Paragraph 11

"Replacement equipment" "to comply with externally imposed standards" would amount to more than a minor expenditure; ie \$30,000 - \$70,000 for microfiche cameras, \$15,000 - \$30,000 for duplicators and \$5,000 - \$15,000 for processors.

c. Paragraph 12

(1) Item 4 - Eliminate the words "for archival purposes".

d. Paragraph 14

(1) Item 2 - This statement is questionable. It could actually be possible, in some cases, to provide more timely service by running a three shift operation.

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(2) Item 3 - A large amount of sensitive material would not necessarily be concentrated in a central location. The material would also be filmed on an in and out basis and would not stay in the plant for long periods of time. Overall there would be fewer people handling materials, but they would all be assigned to the DDA.

(3) Items 4 - Production units do not usually initiate new and imaginative micrographic applications. These are usually initiated through user requests to micrographic systems personnel.

(4) Item 8 - In order for any production facility to stay in existence, it must be able to respond to customer needs.

(5) Item 11 - This statement should be dropped. The same thing could happen with documents going to the DDO, NFAC, or NPIC.

e. Paragraph 15

(1) NFAC - If available resources remain in the projected ADSTAR location, as outlined in the ISAS/P&PD revised proposal, then why would changes have to be made in the ADSTAR contract, schedules, plans, or cost? Even if this were true, changes have already been necessary in the ADSTAR contract.

(2) DDO - P&PD is already producing Computer Output Microfilm (COM) of cables for Cable Secretariat Branch; the Comet system could just be an add on to this application.

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(3) DDS&T - Micrographic products that are supplied by NPIC to the community should comply with IHC standards that have been published. P&PD produced microfiche already meets these standards. P&PD could produce these microforms for subsequent dissemination by NPIC. Requirements that have been mentioned, with the exception of work that must be accomplished within an hour, can be met in the proposed P&PD facility. The requirements for one hour turnaround should be studied and documented to see if this could not be handled also.

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f. Paragraph 17

(1) Item 3 - Addition to following sentence: "However, OCR and ISS would no longer perform any other production services for their respective directorates nor film records from other directorates".

cc: DL

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